

STATE OF CALIFORNIA  
DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

IN THE MATTER OF: \_\_\_\_\_

IN AND FOR THE COUNTY OF: \_\_\_\_\_

NO: \_\_\_\_\_

Plaintiff, )		
vs. )		
Defendant. )		DECLARATION OF
_____ )		CUSTODIAN OF RECORDS

I, \_\_\_\_\_, declare under penalty of perjury:

(a) That I am the duly authorized Custodian of Records of \_\_\_\_\_, CA,  
located at \_\_\_\_\_,

and that I have authority to certify said records;

(b) That I certify the attached sheets to be true and correct copies of documents  
taken under my direction from the file of \_\_\_\_\_  
relating to \_\_\_\_\_ as described in the subpoena  
served upon me in the above captioned action;

(c) That these records were kept in the ordinary course of business;

(d) That I have found the following documents and/or references (indicating by  
("X") which have not been included in the attached to be confidential based on  
Labor Code §§6322, 6314(a) or Government Code §§6254 and 6255:

- ☐ State Personnel Files.
- ☐ Complaints filed and correspondence with complainants.
- ☐ Bureau of Investigations Files.
- ☐ Documents containing trade secrets.
- ☐ Confidential documents of other government agencies.
- ☐ Photographs.
- ☐ Information from employees for which they requested confidentiality.

State what records were not found if only part of the records requested were available:

I declare under penalty of perjury that the above statement is true and correct to the best of my  
knowledge and belief.

Executed on \_\_\_\_\_ 20\_\_, at \_\_\_\_\_, California.

By: \_\_\_\_\_  
Custodian of Records

Cal/OSHA 24D (03/21/03)